**To upload something to the wiki**

* Save your file to your M:Drive (or a Flash drive), if necessary by naming it the same name as the lesson (for example, “What is culture?”)
* Go to the “Digital Portfolio” page on the wiki and find your name. Click on your name.
* Click the “Edit” button on the upper-right side of the page.
* A menu bar will appear giving you several options.
* The option you choose here depends on what you need to upload. If you are uploading a file (like a Word document), click on “File”. If you need to upload a widget, click on “Widget”, and the same for “Link”.
* There are directions detailing how to upload the various options.
* **To upload a file**: Click on “File”.
* Click on the “+ Upload Files” button.
* Find your file on the M:Drive (or wherever you saved your file) and double click it.
* Once the file uploads, double click on the file (an icon will appear to the left of the file name when it’s done uploading).
* Click on the “Save” button on the menu bar.
* Your file is saved.
* **To upload a widget**: Click on “Widget”.
* Click on the “Other” link at the bottom of the page.
* Paste the “Embed Code” given to you by the website where you created your work.
* Click “Save”.
* When that’s done, a gray box will appear on your page.
* Click “Save” on the menu bar.
* Your widget should appear on your page.
* **To insert a link**: Click on “Link”.
* When the link box appears, click on the “External Link” tab.
* In “Link Text”, write a brief description of where your link goes. For example, “Glogster project”.
* In “Link Address”, paste the link of the page you want to go to.
* Click “Add Link”.
* The link will appear on your page. Click “Save” on the menu bar.
* Remember to upload your file/widget/link in the proper place in the template! The template is there to make sure that your page maintains a clean and orderly appearance. We should not have to look for your work. ***If you do not put your work in the proper place, we will deduct points!***